



Dear Applicant:

Thank you for your interest in Glenoaks Gardens furnished studio apartments. Glenoaks Gardens has two rent programs:

- Extremely Low Income/Special Needs Program (30% AMI) – *Applicants must have Department of Mental Health Housing Services (MHSA) Certification.* Unit Rent up to \$448/month (based on income). Rent includes all utilities. Maximum annual income cannot exceed \$17,940.
- Low Income Program (50% AMI) – Unit Rent up to \$747/month. Rent includes all utilities. Maximum income \$29,900.

All applications must be filled out completely with all required documents attached. Applicants for the Extremely Low income Program must complete and submit BOTH the application for MHSA Certification and the Glenoaks Gardens Apartment Rental Application. The documents listed below must be submitted with your application in order to qualify for processing. **Incomplete applications will not be processed.**

Please be sure to enclose a copy of the following documents with your completed application:

1. **PICTURE ID (one of the following):**

State-issued photo ID card or Driver's License (you may submit a copy of the DMV receipt); current U.S. Passport; U.S. Military ID card; United States Permanent Resident ID card.

Note: Expired documents are not considered valid forms of identification.

2. **Social Security Card OR a copy of the printout and receipt from SSA.**

3. **PROOF of INCOME**

- a. **Current Award Letter** for Disability, Social Security, Unemployment, General Relief income or a copy of the print-out from the Social Security Administration.
- b. **Employed** - submit Current Pay-Stub. If you do not have pay stubs, write a letter of explanation including employer's name, address, phone and fax number.
- c. **Self Employed** – Copy of 2010 Tax Return OR a letter explaining why you do not have a copy.
- d. **Pension** - Benefit Letter from Veteran's Administration or other source.
- e. **Other Documentation** – write a letter explaining any and all other sources of income.

4. **ASSETS (if applicable):**

- a. **Bank Statement** for checking account, savings account or Certificates of Deposit
- b. **Other Assets:** provide current statement(s)

Applications will be available for pickup beginning September 15, 2011 at 7843 Lankershim Blvd., North Hollywood, CA 91605 (Mon- Fri, 9am to 4pm) or online www.LAFH.org . Submit completed applications to L.A. Family Housing in person or by mail at the address indicated above.

The first 200 complete applications will be processed. If you do not initially meet the qualifications, you will be sent a denial letter. If you initially meet the qualifications you will be called for an interview. If you are called for an interview you will be advised of other documents you will be required to bring to the interview in order for management to accurately verify all your income and assets.